



Administrative Policy

|                      |  |
|----------------------|--|
| Policy Title:        | Council, Committee & Student Organizations |
| Policy Number:       | 3109                                       |
| Date Adopted:        | 10/10/2010                                 |
| Version:             | 5.0  |
| Review Cycle:        | Biannual                                   |
| Date Last Reviewed:  | 4/22/2020                                  |
| Office Responsible:  | President's Office                         |
| Reviewing Committee: | Leadership                                 |
| Related Policies:    | 1404 Student Life Plan                     |
| Related Laws:        | N/A  |

**Policy Summary:** All standing or appointed councils, committees, and student led organizations shall operate in accordance with Jackson College's (JC) values, beliefs policies and procedures; and shall serve to support the College's strategic direction, mission, and vision. This policy outlines the expectations for approval of an organized body and stipulates expectations for creation of a charter.

**Scope:** This policy applies to all sanctioned councils, committees and student organizations of the College.

**Policy Statement:** Institutional planning, performance monitoring and decision making shall be conducted in a clear and efficient manner. When these efforts are delegated to a council and/or committee, a specific charter shall be adopted and approved by the Leadership Council. The charter shall authorize the purpose, scope, authority, membership, and structure of the council/committee. All other groups, not chartered, are not sanctioned and therefore will receive no support by the College.

The authority and scope of a council/committee shall not exceed the authority and/or scope of the President of the College. The formation of a Council/committee is at the discretion of the President. As the sole employee of the Board of Trustees, the President has full accountability and authority for actions and decisions of the institution (excluding those that require Board approval under Policy Governance). When possible, the President seeks to build consensus and supports collegial problem solving.

A council/committee charter shall include:

1. The committee or council's statement of purpose.
2. Decision-making context, scope and authority.
3. Identification of key customers/stakeholders and their requirements.
4. Planning including defined goals and responsibilities,
5. Monitoring/reporting requirements and defined accountability (key customer requirement and key process requirements).
6. Membership (including required participation)
7. Role and responsibilities.
8. Meeting (frequency, times, attendance, proceedings, minutes, etc.)
9. A description of the process for annual review of the council/committee's effectiveness.
10. Changes to Charters shall be reviewed and approved by the Leadership Council.

Committee appointment and membership shall be made by the President (or his designee) or as a job function. The membership process shall be defined by procedures and strives to establish good representation, accountability, effective communication, and input.

The President has delegated authority for formation of student groups/organizations to the Director of Student Life. All new student groups/organizations shall meet specific guidelines set forth by the Student Government Association and must apply for official recognition before becoming an officially sanctioned campus organization. The Director of Student Life shall assure that appropriate procedures and guidelines exist to provide support and effective oversight of student lead groups.

### **Definitions:**

1. Council: An organized and standing body of the College that provides direct council to the College's President.
2. Academic Integrity Committees: Organized and standing bodies of the College that serves to monitor system/process effectiveness, recommend system/process Improvement or change, share information and exchange ideas all focused on the academic integrity of the institution and faculty. Committees are accountable to the Leadership Council.
3. Jackson College Student Association (JCSA): Every student is a member of the (JCSA). With the support of faculty, the Association provides a democratic means for students to govern themselves. The association is governed by the Student Government Association.
4. Student Government Association: The Student Government Association members act as official representatives of the student body in matters needing joint student, faculty or administration consideration. The Student Government Association allocates funds to student organizations and sets appropriate standards and guidelines to ensure that the activities of all organizations adhere to college policy and its mission. Contact the Director of Student Life to learn more about Student Government Association and its election process.

**Change Log:**

| <u>Date Of Change</u> | <u>Description of Change</u>  | <u>Responsible Party</u> |
|-----------------------|---|--------------------------|
| 12.07.2011            | Revise to add Integrity Committee definition and other minor edits                              | N. Miller                |
| 1.17.2012             | Update to clarify approval for council/committee formation and to include student organizations | N. Miller                |
| 5.30.2013             | Biennial review; minor corrections to titles and format   | N. Miller                |
| 6.7.17                | Bi Annual review  | Chief of Staff           |
| 4.22.20               | Normal Review   | Chief of Staff           |